

Tempe Fire Department Policies and Procedures
Staff Responsibilities at Emergency Incidents
201.02
Rev 11-16-92

PURPOSE

The purpose of this policy is to delineate the responsibilities of staff personnel at emergency incidents.

POLICY

Staff (40-hour) employees are expected to respond to emergency incidents as follows:

- Fire Chief - All second alarm incidents.
- Assistant Chief - Administrative Services - All second alarm incidents.
- Assistant Chief - Emergency Services - All second alarm incidents.
- Shift Commanders (off duty) - All second alarm incidents.
- Training/Safety Battalion Chief - All second alarm incidents.
- Special Operations Officer - All first alarm haz mat incidents, all second alarm incidents.
- Medical Services Coordinator - All first alarm medical incidents.
- Fire Marshal - Discretionary.
- Inspectors - As indicated on rotational basis.
- Senior Mechanic/Mechanic - All second alarm incidents in which Tempe Fire Department equipment is involved in pumping operations or as needed.

Response of staff members to lesser alarms than indicated is discretionary.

PROCEDURE

Use of staff personnel strengthens the command function and structure. Depending upon the nature of the incident, staff personnel will assume appropriate sectors or support activities as follows:

- Assistant Chiefs - First arriving assistant chief will assume the role of senior advisor to Command, with the option of assuming command.
- Off duty shift commanders will assume the role of support officer or sector officer as assigned by Command.
- Training/Safety Battalion Chief - Will assume the role of Safety Sector Officer on arrival (see Policy and Procedure 206.02).
- Special Operations Officer - Will assume that sector (i.e., haz mat sector, rescue sector, etc.) that is responsible for special operations planning and tactics.
- Medical Services Coordinator - Shall be utilized as an advisor to Command on medical incidents or as Medical Sector Officer.

Upon arrival, staff personnel will communicate their presence to Command and readiness to assume the responsibilities outlined above. When the role to be assumed has already been assigned, Command will advise the staff officer of that assignment. The staff officer will then communicate face to face with the officer originally assigned before assuming sector responsibilities. The officer originally assigned can either be released to

operate with his crew or utilized as an assistant to the staff officer.

Staff vehicles should be parked in a manner that does not interfere with operations.